

NOTICE

There is a job vacancy with the **BAY COUNTY PINCONNING PARK.**

JOB TITLE: Senior Park Ranger

RATE OF PAY: \$13.95 per hour entry, progressing to
\$16.56 per hour after two years (TU07)

In accordance with the Agreement between Bay County and the United Steelworkers, Local 15157, qualified County employee applicants may first be considered.

GENERAL SUMMARY:

Under the general supervision of the Building and Grounds Superintendent, is responsible for the overall operations of Bay County Pinconning Park. Is responsible for a variety of tasks including grounds and equipment maintenance, advertising and marketing plans, budget control. Conducts interviews with television, radio and print media on a frequent basis. Resolves conflicts between campers or members of the public that camp or visit the park. Serves as a team leader for other employees and program workers and volunteers. Performs public speaking. Ensures that revenues equal or exceed the park's annual revenue projections.

TYPICAL DUTIES:

1. Establishes work priorities; assigns tasks to employees.
2. Monitors park projects and will regularly use hand and power tools, including riding mowers, power saws, hand and power tools, and weed whackers. Occasionally, may use chain saw.
3. Keeps updated office records, including budget control and sales revenues.
4. Coordinates activities of community service program individuals and community volunteers.
5. Implements educational programs including, but not limited to, school presentations and park tours.
6. Competently represents the park in all media relations i.e. electronic, radio and print media.
7. Maintains and repairs park vehicles, including park trucks, riding mowers (basic repairs only).
8. Maintains and repairs showers, bathrooms, vault toilets, roads, sidewalks, beach and play equipment. Performs basic plumbing, electrical, carpentry and minor small engine and minor automotive repair.
9. Performs park and beach patrols.
10. Frequently works on all recognized holidays.
11. Must be willing to work any day or shift as backup Park Ranger.
12. Check buildings and park property.
13. Sells camper permits, boat launch and day-use vehicle passes.
14. Cleans vault toilets, modern bathrooms and showers.
15. Resolves camper disputes and arranges for instruction of park ranger staff on conflict resolution.
16. Makes bank deposits on a daily basis.
17. Will process invoices through MUNIS on a regular schedule.
18. Counts money; maintains accurate records of money received and expended; operates within the designated budget for the park.
19. Identifies trees which need trimming and pruning and trims and prunes them.
20. Must be computer literate, will generate excel spreadsheets, send and respond to email and other reporting as necessary.
21. Plows and shovels snow.
22. Performs all other duties as assigned.

The above statements are intended to describe the general nature of work performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

QUALIFICATIONS: Experience required: 1) Five months (867 hours) of successful, paid work experience as a park ranger or coordinator of a recreation program. Education required: High school diploma or G.E.D. Computer skills are required for entry into the position Ability required: Ability to competently perform, at time of hire, the tasks listed under general duties and typical duties. Testing: Applicants may be required to take written and/or other examinations. Applicants must provide evidence at time of application that the requirements of the aforementioned qualifications are met. Valid Michigan Driver's License required.

PHYSICAL REQUIREMENTS: This position requires sitting, being mobile, bending and/or standing for significant periods of time. Additional requirements include the ability to move objects according to the following weight & frequency: Generally, 20-50 pounds of force up to one third of the time.

Make application online at www.baycounty-mi.gov or in person at Bay County Personnel Department, 515 Center Avenue, Suite G102, Bay City, MI 48708 no later than 4:00 p.m. Monday, October 1, 2012.

An Equal Opportunity Employer

"Bay County does not discriminate on the basis of disability status in admission or access to, or treatment or employment in, its programs and activities."